

Application for venue hire

NAME OF HIRING ORGANISATION.....
Contact or Organiser's name
Address and post code.....
Telephone number..... Mobile number
Invoice address and post code (if different from above)
..... Email address.....

(Please ensure you update us if any of the above information changes, failure to do so could result in your booking being cancelled if we are unable to contact you)

PURPOSE OF HIRING:

HOW DID YOU HEAR ABOUT US?

DATE AND DAY REQUIRED

ACTUAL **TIMES** REQUIRED (please include preparation time and time for cleaning afterwards):

ROOM(S) REQUIRED:

WILL ANY OTHER **FACILITIES** BE REQUIRED? e.g. piano/specialist equipment

None AV Equipment IT Equipment Catering Other

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the conditions governing this booking and understand them. I agree to abide by them and to pay the sum(s) due before the booking takes place. I agree to pay for the reinstatement following any damage to property caused as a result of this letting. I am over 18 years old.

Name (print) Signature Date

TO BE COMPLETED BY THE COLLEGE: This Hiring has been approved for, and on behalf of, the College.

Date..... Signature of Estates Manager

External Booking FOC Chargeable Debtor account number & Category.....

Special rate agreed (e.g. caretaking to be charged or pricing different to booked times).....
Risk Assessment required YES/NO

SESSION COST